



**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000**

**28 SEP 2001**

**FORCE MANAGEMENT  
POLICY**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Senior Executive Service and Senior Level Emergency Hiring and Waiver Flexibilities**

By memorandum dated September 14, 2001 (attachment 1), the Office of Personnel Management (OPM) authorized the use of specified hiring flexibilities in filling Senior Level (SL) positions and authorized agencies to use SL space allocations for appointments made using these flexibilities. Likewise, OPM advised that it would process appointment requests for immediate hire of individuals who are not current career employees to SES Limited Emergency positions, and it would consider requests for additional temporary SES space allocations to meet hiring needs resulting from the recent attacks on the United States.

Specifically, OPM granted authority to the Department to make Temporary Emergency Need appointments to Senior Level (SL) positions, for up to 1 year, using the excepted appointment authority at 5 CFR 213.3102(i)(3). OPM also authorized additional SL space allocations for each SL appointment made under this authority, unless an existing SL space allocation is used for this purpose.

Agencies have authority to make SES Limited Emergency appointments of career employees under 5 CFR 317.601. OPM will quickly process requests to appoint individuals who are not current career employees. In addition, OPM will consider a temporary space allocation when the appointment is essential, based on functional requirements related to the September 11, 2001, attacks.

OPM requires that each temporary SL space allocation used be reported within 10 days of the appointment. Such space allocations are to be submitted through the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (ODASD(CPP)) for forwarding to OPM. Requests for temporary space allocations for SES Limited Emergency appointments are to be submitted through ODASD(CPP) as well.

These authorities may be used in conjunction with dual compensation limitation and Voluntary Separation Incentive Pay repayment waivers authorized by USD(P&R) memorandum dated September 17, 2001 (attachment 2). Finally, in order to maintain

records on the use of these waiver authorities, we request that all such waivers be reported to the Civilian Personnel Management Service, Civilian Assistance and Re-Employment (CARE) Division, 1400 Key Boulevard, Suite B200, Arlington, VA 22209-5144.

My point of contact for this matter is Beth Baird, who may be reached at 703-695-2330.

A handwritten signature in black ink, appearing to read "J. L. Schrader", is positioned above the printed name.

J. L. Schrader  
Acting Deputy Assistant Secretary  
Civilian Personnel Policy

**Attachments:**

**As stated**

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